

Snipping Tool

The snipping tool is an easy way to post pictures and/or documents onto your blog. Follow the steps below to start.

1. Go to the Start Menu found at the bottom left of your screen.



2. Click on the Snipping Tool option. You may have to search.



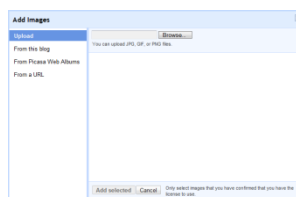
3. Drag the cursor around the picture or document you would like to "snip". This will highlight in color the section you want to "snip".
4. The "snip" will pop up in a new window. Go to "file" and "save as" to save the "snip".

Now that your snip is taken and saved, go to your blog.

5. If you are adding to a post, click on the picture icon.



6. Browse for your picture and add image.



7. Once your picture is in a post, highlight the picture by clicking on it. You can adjust the size by choosing small, medium, large or x-large.



8. If you are using your picture for a gadget, choose the "picture" gadget and browse for your picture.

You may find the snipping tool helpful for more than just your blog, too!